

Nevada City Parks & Recreation Facility Rental Contract



Contact Information

Contact Person's Name ("Renter") _____

Mailing Address _____ City _____ Zip _____

Day Phone _____ Alternate Phone _____

Email address: _____

Non-profit organization name: _____

Non-profit #: _____ Organization Contact Name: _____

Contact person who will be on site during the event:

Name: _____ cell phone #: _____

Event Information

Facility Requested: ☐ Veteran's Building ☐ Seaman's Lodge ☐ Picnic Area (left) ☐ Picnic Area (right)
☐ Upper Picnic Area ☐ Bandshell ☐ Field ☐ Other: _____

Date(s) Requested: _____

Event times: Start _____ End _____ Set up times: Start _____ End _____

Event Description: _____

of people attending event: _____ Using refrigerator? Yes ____ No ____ Using Stove? Yes ____ No ____

If Alcohol is **served** at your event, a City Alcohol Permit is required. If Alcohol is **sold** at your event, an Alcohol Permit from California ABC is required (530-751-8570).

Will Alcohol Be Served? Yes ____ No ____ Will Alcohol Be Sold? Yes ____ No ____ Open to the public? Yes ____ No ____

Website Calendar Information: All rentals are posted online. Only complete the information to be viewed by the public. If you do not complete this section, the online calendar will read "Private Rental".

Title (Organization Name, Event Name, etc.) _____

Contact Name: _____

Contact Info (phone #, website, etc): _____

Description: _____

Rental Fees

1. Reservation Fee: \$ _____
2. Rental Fee (balance): \$ _____
3. Cleaning Deposit: \$ _____
4. Alcohol Permit: \$ _____
5. Insurance: \$ _____
TOTAL \$ _____

For office use:

1. paid: _____ chk#: _____ recorded _____
2. paid: _____ chk#: _____ recorded _____
3. paid: _____ chk#: _____ recorded _____

Refund processed: _____

4. paid: _____ chk#: _____ recorded _____

Renter rec'd permit: _____

5. paid: _____ chk#: _____ recorded _____ Insurance rec'd: _____

Waiver for Use

I, the undersigned, have read and agree to abide by and enforce all rules and regulations as stated in the Use Guidelines. I understand that in the case of a local disaster, the Veteran's Building may become unavailable with little or no notice, as it serves as a location for Emergency Operations. "Renter" further agrees to indemnify and hold harmless the City of Nevada City, its Officers, Agents and Employees against any and all claims, demands, damages, costs, expenses of whatever nature including litigation costs and attorney fees arising out of, or resulting from the "Renter's" use of the facilities of the City of Nevada City.

Print Name: _____ Signature: _____ Date: _____